

14.115 TELETYPE PROCEDURE

Procedure:

A. Police Communications Section (PCS):

1. PCS teletypes messages on:
 - a. Vehicles stolen, recovered, and misplaced. Also vehicles wanted in criminal investigations, hit-skips, and attempts to locate.
 - b. License plates stolen, lost, recovered, or other wanteds.
 - c. Persons missing, located, wanted, unidentified found dead, or in police custody.
 - d. Streets in unsafe condition, blocked or opened by utility companies.
 - e. Information or inquiries which should come to the attention of other units.
 - f. All radio communications directing desk or other police personnel to perform a specific function.
2. Teletyped information goes to all police districts, Park Section, Criminal Investigation Section (CIS), and Impound Unit.
 - a. PCS will teletype intrastate and interstate messages to the effected district/section/unit depending on the subject.

B. Teletype Message Retention at Districts/Sections/ Units:

1. Retain court notifies and wanted teletype messages for the present and past year.
2. Remove messages for individual officers and give them to the affected officers.
3. Maintain all other teletype messages on the roll call clipboard for 72 hours from the last update.

- a. Update or cancel only wanted or missing persons, attempts to locate, etc., messages on the roll call clipboard.
 - 1) Wanted vehicles will appear on the auto larceny list.
- b. Retain on the clipboard for 72 hours teletype information of continuing interest such as permits, street openings, FOP and other social bulletins. Afterwards, post messages on district/section/unit bulletin boards.

C. Teletype Message Cancellation:

- 1. On all wanted broadcasts, auto larceny, and teletype messages, the initiating police department will authorized cancellation of the teletype message.
- 2. Cincinnati Police Division Messages
 - a. Cincinnati Wanted Messages (Other than Stolen or Wanted Vehicles)
 - 1) If a Hamilton County law enforcement agency, other than the Cincinnati Police Division, obtains information which cancels this type of message, they will contact the initiating unit.
 - a) The initiating unit will contact PCS who will teletype the cancellation.
 - b. Cincinnati Stolen or Wanted Vehicle Messages
 - 1) For vehicles recovered outside the City of Cincinnati, the recovering police agency will notify PCS by computer (OHCIP0012).
 - a) PCS will request the recovering agency to teletype a "locate entry" and administrative message.
 - b) PCS will cancel the stolen or wanted vehicle message upon receipt of the locate entry.

3. Messages initiated by a Hamilton County Police Agency other than the Cincinnati Police Division.
 - a. Wanted Messages (Other than Stolen or Wanted Vehicles)
 - 1) If a Cincinnati Police Division unit obtains information which cancels this type of message, they will contact the initiating agency.
 - a) The initiating agency will then teletype the canceling message.
 - b. Stolen or Wanted Vehicle Messages
 - 1) For vehicles recovered by a Cincinnati Police Division unit, the recovering unit will call PCS (3500). PCS will notify the initiating agency by teletype and Vehicle Locate (LV).
 - a) The initiating agency will then cancel the wanted entry.

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